



APPLICANT PACK

# Science Technician

*St Patrick's Catholic College, Thornaby*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Science Technician. Although we are a catholic trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.



Applicants should return their application forms to [kendal.w@npcat.org.uk](mailto:kendal.w@npcat.org.uk) by the **closing date, Monday 9th June 2025, 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Wendy Kendal, Regional Trust Business Manager at [kendal.w@npcat.org.uk](mailto:kendal.w@npcat.org.uk)

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.*

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

**Hugh Hegarty CEO**

NPQH | MSc | PGCCGC | BEd Hons | CTC

# Job Advert

<b>Required:</b>	As soon as possible
<b>Salary:</b>	£25,183 - £25,584 pro rata (Actual Salary: £17,642 - £17,923)
<b>Hours:</b>	30 hours per week, Term Time Only plus 1 week (flexible hours may be negotiable)
<b>Contract Type:</b>	Permanent
<b>Location:</b>	St Patrick's Catholic College, Baysdale Rd, Thornaby, TS17 9DE

The successful applicant will be a well-organised person with good communication skills who has experience of working in the role. The main duties of the post holder will be liaison with the Subject Leader and classroom practitioners to ensure that equipment is available and maintained to a high standard in support of teaching and learning, and the correct equipment is provided within the teaching areas for practical lessons and assessments.

The Trust and Governors are seeking to appoint a suitably qualified and enthusiastic, highly motivated individual to join the staff of St Patrick's Catholic College. The successful candidate will be responsible for the maintenance cycle of the departmental equipment, stock management and maintaining an up to date asset register.

St Patrick's Catholic College is part of Nicholas Postgate Catholic Academy Trust, a family of 32 primary schools, and 6 secondary schools. With more than 12,300 pupils and 1,500 plus staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

## Applicants will have:

- Excellent interpersonal and time-keeping skills
- A passion for providing the best possible education for all students
- A commitment to maximising achievement through excellence in teaching and learning
- A strong commitment to the Catholic ethos of the School and the promotion of Christian values
- A commitment to continual improvement
- An eagerness to be involved with extracurricular activities in order to enhance the lives of the whole School community

Please refer to the enclosed job description and person specification for further details.

**Closing date: Monday 9th June 2024 by 9am**

**Interview date: Week commencing 16th June 2025**

Please refer to the back cover of the application pack for details of how to apply for this position.

*Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.*

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** Science Technician

**Grade:** E SCP 6-7

**Reporting to:** Subject Leader for Science

**Responsible for:** Facilitating the effective delivery of lessons for Science resulting in the students receiving the best possible Science education

## Purpose:

- To contribute to the distinctive nature of our Catholic Academy and help promote the Catholic ethos
- To ensure the dignity of all members of the community is preserved
- To provide high quality technical and administrative support for the Subject Leader and other teaching staff in Science

## Main/Duties responsibilities:

### General

- To provide technical and administrative support to the Subject Leader for Science, and other teaching staff as required.
- To prepare a range of materials and set up equipment, including special operations, for lessons, practical work, experiments, demonstrations and controlled assessments, as directed by teaching staff
- To set out and clear away materials and equipment, prepare visual aids as required by Academy teaching staff, and assist in the production of resource materials (including reprographics)
- To provide practical support and guidance for Academy staff in the use of materials, techniques, practices and processes and recommend solutions to technical problems encountered
- To provide technical support during lessons as requested by the teacher as co-ordinated by the Subject Leader
- To prepare, organise and store materials for lessons as required by the teaching staff
- To assist in the smooth running of the Science department
- To assist in the organisation and preparation of displays for Open Evenings and other events as directed by the Subject Leader

## **Environment**

- To carry out a weekly check and maintenance of standard lab equipment
- To carry out the routine cleaning of equipment as and when required
- To work with staff to ensure a clean, safe and tidy working environment within the Science department
- To ensure the security of equipment at the end of class activities, breaks, etc. including gas mains being switched off and chemical cupboards being locked.
- To carry out risk assessments of Science equipment and practical activities and ensure that all Health and Safety and CLEAPSS Regulations are met, and that they are shared with all relevant staff.
- To maintain a clean and tidy dedicated preparation room
- To ensure that the Science store room is tidy and that equipment and materials are in their right place
- To be responsible for the safe storage of materials, equipment and the disposal of waste according to relevant regulations and procedures
- To coordinate with staff for the setting up of extra-curricular activities as necessary
- To be responsible for the care of biological specimens, including plants, for the purpose of scientific study
- To liaise with the Radiation Protection Supervisor regarding the control of radioactive substances

## **Support for Students**

- Working under the instruction/guidance of the teacher;
- To demonstrate and provide hands-on practical student instruction in correct usage and application of Science equipment.

## **Management of Resources**

- To source and purchase resources as agreed with the Subject Leader from available budgets, including the placing of orders and achieving the best prices with suppliers
- To research into materials for controlled assessments and other practical activities as agreed with the Subject Leader
- To perform day to day maintenance, ensuring the safe usage, inspection, operation, cleaning and minor repairs of practical equipment
- To keep up to date records associated with safety checks and maintenance for equipment owned by the Academy
- To arrange for specialist maintenance and testing of departmental equipment with the agreement of the Subject Leader, liaising with the Facilities Management Provider as and when required

- To monitor and record levels of stock, including the upkeep of a current chemical database, and inform the Subject Leader when further supplies of materials and / or equipment are required.
- To maintain an up to date record of assets for the Science department and provide stock and asset information to the Academy Business Manager as required for audit purposes
- To check goods delivered against orders and store appropriately
- To utilise academy and department resources in a cost effective manner in support of student learning

### **Quality Assurance**

- To help implement Academy quality procedures and to adhere to those
- To attend and/or provide information regarding technical support for regular departmental meetings in order to liaise with staff regarding maintenance, use and availability of equipment
- To seek / implement modification and improvement of systems and equipment when and where required

### **Communications**

- To work with staff to help develop and demonstrate new practical activities.
- To recognise own strengths and areas of expertise and use these to advise and support others
- To develop constructive relationships with staff, other agencies and professionals
- To communicate effectively with the parents of students as appropriate
- To contribute positively to the development of an effective team ethos
- To communicate and cooperate with outside agencies

### **Marketing and Liaison**

- To contribute to the Academy's liaison and marketing activities, e.g. the collection of materials for press releases/Heart to Heart/website etc.
- To make a positive contribution to the marketing of the Academy and its facilities

### **Pastoral System**

- To comply with and assist with the procedures relating to safeguarding, confidentiality and data protection
- To support and participate fully in the Academy's house system, and contribute to whole school activities, e.g. House challenges, competitions, etc.

## Professional Development

- To have a flexible approach, and be willing to develop new skills when required to support the introduction of new technologies to the department or whole academy.
- To follow a mutually agreed programme of continuing professional development both scientifically and pedagogically
- To take an active part in appraising own work against agreed priorities and targets in accordance with the Academy's performance management and supervision arrangements

## Other

- To carry out such duties as may be reasonably directed by the Subject Leader for Science, Headteacher/Deputy/Assistant Head
- To actively promote the Every Child Matters agenda

## Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

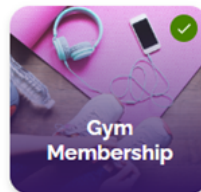
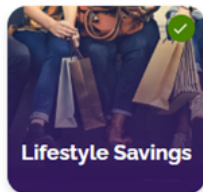
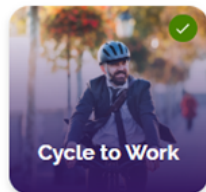
*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.*

# Person Specification

Criteria	Essential		Desirable	
<b>Qualifications and Education</b>	E1	Educated to GCSE standard at Grade A* - C for a minimum of 5 GCSEs including Maths and Science, or equivalent	D1 D2 D3	A Level in Biology, Chemistry or Physics COSHH/CLEAPSS/H&S Certificates Current First Aid Qualification or willingness to undertake training
<b>Experience and Knowledge</b>	E2 E3 E4 E5	Experience of working with chemicals and scientific equipment Knowledge of COSHH regulations Good understanding of health and safety procedures Understanding and knowledge of areas of learning, eg, literacy, numeracy, science and SEN	D4 D5	Experience of working in a school environment Proven experience in a similar role
<b>Professional Development</b>	E6	Desire to enhance and develop skills and knowledge through CPD		
<b>Skills</b>	E7 E8 E9 E10 E11 E12	Experience of working successfully and co-operatively as a member of a team Excellent ICT skills for learning and administrative requirements Ability to maintain electronic and paper-based records of information Ability to work under pressure and to strict deadlines Good attention to detail High standard of interpersonal and oral/written communication skills	D6	Work using own initiative

<b>Personal Attributes</b>	E13	Excellent time management and organisational skills	D7	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E14	Recognition of the importance of personal responsibility for health and safety		
	E15	Ability to present as a role model to students in speech, dress, behaviour and attitude		
	E16	Ability to work flexibly and respond to developing needs		
	E17	Reliability and integrity		
<b>Special Requirements</b>	E18	An understanding of safeguarding and child protection requirements		
	E19	An understanding of the Catholic ethos of NPCAT		

# Why work for us?



**NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.**

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

## **We offer:**

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

## **Additional benefits include access to:**

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



## How to Apply

Application form and further information is available from:

[npcat.org.uk/current-vacancies](https://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: [kendal.w@npcat.org.uk](mailto:kendal.w@npcat.org.uk)

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

**Job Description:** This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Wendy Kendal, Regional Trust Business Manager at [kendal.w@npcat.org.uk](mailto:kendal.w@npcat.org.uk)

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.